

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**O. M. BEKETOV NATIONAL UNIVERSITY  
of URBAN ECONOMY in KHARKIV**

Methodological guidelines  
for independent work  
on the subject

## **“FOREIGN LANGUAGE FOR SPECIFIC PURPOSES”**

*(for 1–2-year full-time students education level “bachelor”  
specialty 122 – Computer Sciences and 151 – System Engineering)*

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# UNIT 1

## PRESENT SIMPLE AND PRESENT CONTINUOUS

<p><b>The present simple is used for:</b></p> <ul style="list-style-type: none"> <li>✓ Permanent states</li> <li>✓ Repeated actions or daily routines (often with adverbs of frequency such as: always, never, usually, etc.).</li> </ul> <p><i>Mr Gibson is a businessman. He lives in New York. (permanent state).</i>  <i>He usually starts work at 9am. (daily routine)</i></p> <ul style="list-style-type: none"> <li>✓ General truths or laws of nature. <i>The moon moves round the earth.</i></li> <li>✓ Programmes or timetables (trains, busses) <i>The bus leaves in ten minutes</i></li> </ul> <p>The <b>present simple</b> is used with the following <b>time expressions</b>: <i>always, usually, etc., every day/week/ month/ year, etc., on Mondays /Tuesdays, etc., in the morning /afternoon/evening, at night/the weekend, etc.</i></p>	<p><b>The present continuous is used for:</b></p> <ul style="list-style-type: none"> <li>✓ actions taking place now, at the moment of speaking</li> <li>✓ for temporary actions; that is actions that are going on around now, but not at the actual moment of speaking.</li> </ul> <p><i>Helen <b>is working</b> hard these days.</i>  <i>Right now she's <b>reading</b> a newspaper. (She is not working at the moment of speaking.)</i></p> <ul style="list-style-type: none"> <li>✓ with <i>always</i> when we want to express our irritation at actions which happen too often. <i>You're <b>always forgetting</b> to pay the bill"</i></li> <li>✓ for actions that we have already arranged to do in the near future, especially when the time and place have been decided. <i>Melanie <b>is getting</b> married at 3 this afternoon. (The time and the place for the wedding ceremony have been decided.)</i></li> <li>✓ for changing or developing situations. <i>More and more forests <b>are disappearing</b> because of fires.</i></li> </ul> <p>The present continuous is used with the following <b>time expressions</b>: <i>now, at the moment, these days, at present, tonight, nowadays, still, etc.</i></p>
<ul style="list-style-type: none"> <li>✓ <b>Adverbs of frequency</b> (always, usually, often, sometimes, seldom/rarely, never, etc.) come before the main verb (read, work, etc.) but after the verb to be, auxiliary verbs (do, have, etc.) or modal verbs (can, should, etc.). Adverbs of frequency go before the auxiliary verbs in short answers.  <i>e.g. Susan often goes skiing at the weekend.</i>  <i>Kim is sometimes rude to other people.</i>  <i>You can always call me if you need help.</i>  <i>Do you help your mother with the housework?'  Yes, I usually do.'</i></li> </ul>	

- ✓ **Expressions** such as every day, once/twice a week I month, etc., most mornings/evenings, etc. go at the beginning or the end of a sentence. Usually, often, sometimes, normally and occasionally can go at the beginning or the end of a sentence for more emphasis.

**e.g.** *We go on holiday twice a year.*

*Usually, I finish work at five.*

*I feel bored sometimes.*

- ✓ The adverbs **never, seldom and rarely** have a negative meaning and are never used with the word not

**e.g.** *I rarely go to bed late. (NOT: ~~I rarely don't go to bed late.~~)*

**State Verbs** are verbs which describe a state rather than an action and therefore do not normally have continuous tenses. These include:

**a) verbs which express likes and dislikes:** like, love, dislike, hate, enjoy, prefer, adore, etc. e.g. I love chocolate ice cream.

**b) verbs of the senses:** see, hear, smell, taste, feel, look, sound. We often use can or could with these verbs when we refer to what we see, hear, etc. at the moment of speaking, e.g. Jim must be at home. I can see his car parked outside.

**c) verbs of perception:** know, believe, understand, realise, remember, forget, notice, recognise, think, seem, see (=understand), expect (=think), etc.  
e.g. I expect they will be late.

**d) some other verbs such** as be, contain, include, belong, fit, need, matter, cost, mean, own, want, owe, have (=possess), require, weigh, wish, keep (=continue), etc. e.g. My uncle owns a hotel.

Some of the above verbs are used in continuous tenses when they describe actions and not states. Study the following examples:

1 I think he's lying. (= believe)

I'm thinking about the plan. (= am considering)

2 The food tastes delicious. (= has a delicious flavour)

He is tasting the food. (= is testing the flavour of)

3 I can see some people. (= perceive with my eyes)

I see what you mean. (= understand)

I'm seeing my doctor tomorrow. (= am meeting)

4 It looks as if they've finished the job. (= appears)

Mike is looking out of the window, (is directing his eyes)

5 This perfume smells nice. (= has a nice smell)

He is smelling the milk. (= is sniffing)

6 The baby's hair feels like silk. (= has the texture of)

She is feeling the baby's forehead. (= is touching)

7 Bob has a Porsche. (= possesses)

He's having a shower at the moment. (= is taking a shower)

8 The chicken weighs 2 kilos. (= has a weight of)

The butcher is weighing the meat. (= is measuring how heavy it is)

9 This dress fits you perfectly. (= it is the right size)  
 We are fitting new locks. (= are putting in)

10. He appears to be nervous. (= seems)  
 He is appearing in a new play. (= is taking part)

11. He is a rude person. (= character - permanent state)  
 He is being rude. (= behaviour - temporary situation, usually with adjectives such as careful, silly, (im)polite, lazy, etc.)

**1. Underline the most suitable verb form in each sentence.**

- a) What sort of work do you do/are you doing?
- b) I can't talk now. *I cook/I'm cooking* the dinner.
- c) What shall we have? *Do you like/Are you liking* fish?
- d) Can I borrow this typewriter? Or *do you use/are you using* it?
- e) What *do the people here do/are the people here doing* in the evenings?
- f) Follow that bus. Then you *turn/are turning* left.
- g) A lot of people think that the Sun *goes/is going* around the Earth.
- h) Excuse me, *do you read/are you reading* your newspaper? Could I borrow it?
- i) *Do you wait/Are you waiting* for the bus to Newcastle?
- j) Andy *builds/is building* his own house in the country.

**2 Put each verb in brackets into either the present simple or the present continuous,**

- a) There's nobody here, and the door's locked. What (we do) ..***do we do***... now!
- b) What (you look) \_\_\_\_\_ at? (I wear) \_\_\_\_\_ the wrong clothes?
- c) I (look after) \_\_\_\_\_ Jack's dog this weekend. (you want) \_\_\_\_\_ to take it for a walk?
- d) Who (drive) \_\_\_\_\_ the Mercedes that's parked outside?
- e) I (still have) \_\_\_\_\_ a pain in my leg but it (get) \_\_\_\_\_ better.
- f) Who (Sue dance) \_\_\_\_\_ with? That's not her brother, is it?
- g) Harry always (look) \_\_\_\_\_ untidy! He (wear) \_\_\_\_\_ dirty jeans.
- h) I (write) \_\_\_\_\_ in reply to your advertisement in the *Daily News*.
- i) That plant I bought (not grow) \_\_\_\_\_ very much. And I (water) \_\_\_\_\_ it every day.
- j) Which hotel (you stay) \_\_\_\_\_ in when you (come) \_\_\_\_\_ here.

**3. Rewrite each sentence. Use a verb from the box to replace the words in *italics*.**

be    cost    feel    have    see    smell    taste  
 have   think of    have

- a) This flower *has* a wonderful *perfume*.  
**the flower smells wonderful.**
- b) I think you *are behaving in a* very silly way.

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c) She *is expecting* a baby in the summer.

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d) Nancy *is considering* moving to Scotland.

e) Don't go in. They *are holding* a meeting.

f) I *am meeting* Janet this evening actually.

g) Good clothes *are becoming* more and more *expensive*.

h) I *am trying* the soup to see if it needs more salt.

i) Helen *is taking* a bath at the moment.

j) I *think* that you would be happier in another job.

**4. Put each verb in brackets into either the present simple or the present continuous.**

Dear Aunt Jean,

I (1) **...am just writing**. (just write) how to tell you how much I (2) \_\_\_\_\_ (appreciate) the money you sent me, and to tell you how I (3) \_\_\_\_\_ (get on) in my first term at university. Actually I (4) \_\_\_\_\_ (really enjoy) myself! I (5) \_\_\_\_\_ (study) quite hard as well, but at the moment I (6) \_\_\_\_\_ (spend) a lot of time just making friends. I (7) \_\_\_\_\_ (still stay) with my friend Sue, and I (8) \_\_\_\_\_ (look for) somewhere of my own to live. Only a few of the first-year students (9) \_\_\_\_\_ (live) in college here, and I (10) \_\_\_\_\_ (seem) to be spending a lot of time travelling backwards and forwards. I (11) \_\_\_\_\_ (go) to lectures every morning, and most afternoons I (12) \_\_\_\_\_ (study) in the library. In fact I (13) \_\_\_\_\_ (write) this letter instead of an essay on *Hamlet*! I (14) \_\_\_\_\_ (think) I'll buy some new clothes with the money you sent. Everything (15) \_\_\_\_\_ (cost) a lot here, and I (16) \_\_\_\_\_ (save) to buy a winter coat. It (17) \_\_\_\_\_ (get) really cold here in the evenings. I now (18) \_\_\_\_\_ (know) some other students and generally speaking we (19) \_\_\_\_\_ (have) quite a good time socially! I (20) \_\_\_\_\_ (also learn) to drive. See you soon.

**5. Put verbs in brackets into the correct form of the present simple or the present continuous.**

One Sunday Agnes and her mother went to the zoo. Agnes was very excited. She was interested in everything she saw. "Mother, look," she said. "There \_\_\_\_\_ (to be) a monkey in this cage. It \_\_\_\_\_ (to eat) an apple. Now it \_\_\_\_\_ (to give) a bite to another monkey. I \_\_\_\_\_ (to think) monkeys \_\_\_\_\_ (to like) apples very much." "Yes, dear," said her mother. "Now I \_\_\_\_\_ (to want) to go and see the lions and tigers. Where they \_\_\_\_\_ (to live), mother?" "In that big house over there. Come along." Agnes enjoyed herself very much in the

lion house. "Mother," she said, "the tiger \_\_\_\_\_ (to want) a drink: it \_\_\_\_\_ (to go) to the dish of water there in the corner. And the lion \_\_\_\_\_ (to look) right at me. You \_\_\_\_\_ (to think) it \_\_\_\_\_ (to want) to eat me up? When the lions and tigers \_\_\_\_\_ (to have) their dinner, mother?" "The keepers \_\_\_\_\_ (to bring) them great pieces of meat every day at four o'clock. And they \_\_\_\_\_ (to make) a big noise before their dinner time, so everybody \_\_\_\_\_ (to know) they \_\_\_\_\_ (to be) hungry."

#### 6. Put the verbs in brackets into the present simple or the present continuous.

1. Jason ...**is not coming**... (not/come) with us this evening.
2. What.....(this sign/mean)?
3. We.....(usually/meet) at the sports centre every Wednesday afternoon.
4. Greg.....(train) for the next Olympic Games.
5. Michael Burns is very rich. He..... (own) a department store.
6. John and Mary.....(play) chess at the moment.
7. Peter .....(not/usually/have) eggs for breakfast.
8. My father.....(buy) a newspaper every day.
9. Mr and Mrs Dean.....(not/go) to Mexico tomorrow.
10. '.....(Pierre/speak) English?'  
'No, but he.....(speak) French.'

#### 7. Put the verbs in brackets into the present simple or the present continuous.

Dear Martin,

How are you and Sally? 1) ...**hope**... (hope) you're well. I 2) \_\_\_\_\_ (write) to give you some good news. I have got a summer job for the holidays! I 3) \_\_\_\_\_.(repair) telephone lines for a telephone company. I 4) \_\_\_\_\_ (usually/ride) my bicycle to work because it's only a ten minute ride from home. We 5) \_\_\_\_\_.(start) work at 8:30. We 6) \_\_\_\_\_ (finish) at 4:30 on Mondays to Thursdays, but at 2:30 on Fridays, so I 7) \_\_\_\_\_ (have) long weekends. I 8) \_\_\_\_\_ (work) very hard at the moment. To tell you the truth, I 9) \_\_\_\_\_ (be) a bit nervous because my boss 10) \_\_\_\_\_ (leave) /or Scotland on business next week, so I'll be on my own, Lizzie says I 11) \_\_\_\_\_ (worry) about it too much. She's probably right!

Please write with your news. Say hello to Sally from me.;

Best wishes, Richard

#### 8. Correct the mistakes.

- 1 Steve goes fishing tomorrow.
- 2 Rebecca wash her hair every day.
- 3 I am visiting my grandparents every week.
- 4 Tim doesn't wants to do his homework.
- 5 He sits on the floor at the moment.
- 6 Do you watch TV in the evenings always?
- 7 Sarah is drinking coffee every morning.

- 8 They don't go usually on holiday in May.  
 9 Does she work late? No, she does never.

**9. Put the verbs in brackets into the present simple or the present continuous.**

1. A: Why ...are you smelling... (you/smell) the soap?  
 B: It \_\_\_\_\_ (smell) lovely. It's like roses!
2. A: Why \_\_\_\_\_ (you/taste) the soup?  
 B: To see if it \_\_\_\_\_ (taste) good. I think it needs more salt.
3. A: I \_\_\_\_\_ (feel) very tired.  
 B: You should go to bed early.
4. A: I \_\_\_\_\_ (see) Andy this evening.  
 B: I \_\_\_\_\_ (see). So, you don't want to come to the cinema with me, do you?
5. A: How much \_\_\_\_\_ (the bag of apples/weigh)?  
 B: I don't know yet. The man \_\_\_\_\_ (weigh) the bag now.
6. A: I \_\_\_\_\_ (think) about buying a new car soon.  
 B: Why? I \_\_\_\_\_ (think) your car is fine. You don't need a new one.
7. A: What \_\_\_\_\_ (you/look) at?  
 B: The sky. It \_\_\_\_\_ (look) as if it's going to rain.
8. A: I really \_\_\_\_\_ (enjoy) home-made food.  
 B: So do I, and I \_\_\_\_\_ (enjoy) every bit of this meal.
9. A: Why \_\_\_\_\_ (you/feel) the radiator?  
 B: It \_\_\_\_\_ (feel) cold in here. Is the heating on?
10. A: That famous opera singer \_\_\_\_\_ (appear) at the opera house tonight.  
 B: Yes. He \_\_\_\_\_ (appear) to be feeling better after his operation.
11. A: Chris \_\_\_\_\_ (be) a sensible person, isn't he?  
 B: Yes, but in this case he \_\_\_\_\_ (be) rather foolish.
12. A: My dad \_\_\_\_\_ (fit) the old blind from the living room in my bedroom today.  
 B: Really? \_\_\_\_\_ (it/fit) that window?
13. A: My back \_\_\_\_\_ (hurt).  
 B: Why don't you lie down for a while?

**UNIT 2**

**PAST SIMPLE AND PAST CONTINUOUS**

<p><b>The past simple is used:</b></p> <ul style="list-style-type: none"> <li>for an action which happened at a definite time in the past. The time is stated, already known or implied.  <i>They <b>spent</b> their holidays in Switzerland last winter.</i>  <i>(When did they go to Switzerland? Last winter. The time is stated.)</i>  <i>They <b>had</b> a great time.</i>  <i>(The time is already known.)</i></li> </ul>	<p><b>The past continuous is used:</b></p> <ul style="list-style-type: none"> <li>for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.  <i>At three o'clock yesterday afternoon, they <b>were sitting</b> at an outdoor cafe. (We do not know when they got to or when they left the cafe.)</i></li> </ul>
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<ul style="list-style-type: none"> <li>• for actions which happened immediately one after the other in the past. <i>First, he <b>read</b> the message. Then, he <b>called</b> his boss.</i></li> <li>• <b>to talk about the lives of people who are no longer alive.</b> <i>Marilyn Monroe <b>starred</b> in a number of successful films.</i></li> <li>• <b>The past simple is used with the following time expressions: yesterday, last night /week /month/ year/Monday, etc., two days/weeks/months, etc. ago, then, when, in 1992/1845, etc.</b></li> </ul>	<ul style="list-style-type: none"> <li>• for an action which was in progress when another action interrupted it. We use the past continuous for the action in progress (longer action) and the past simple for the action which interrupted it (shorter action). <i>He <b>was walking</b> when he <b>slipped</b> on a banana skin.</i></li> <li>• for two or more simultaneous past actions. <i>I <b>was cleaning</b> the windows when the telephone rang.</i></li> <li>• <b>The past continuous is used with the following time expressions: when, while, as, all day/night/ morning, etc.</b></li> </ul>
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**1. Complete this newspaper story with verbs in the past indefinite. Choose from these verbs:**

not know lose ring steal make go be (x2) get understand say  
take have

On Tuesday last week Mrs Hilary Fox (1) \_\_\_\_\_ her purse while on a shopping trip. When she (2) \_\_\_\_\_ home the telephone (3) \_\_\_\_\_. The man at the other end (4) \_\_\_\_\_. he (5) \_\_\_\_\_. the manager of a local supermarket and he (6) \_\_\_\_\_ her purse. She immediately (7) \_\_\_\_\_ back to the supermarket. But the manager (8) \_\_\_\_\_ anything about her purse. But half an hour later she (9) \_\_\_\_\_ the reason -the same thief who (10) \_\_\_\_\_ her purse (11) \_\_\_\_\_ the phone call. Then, while she (12) \_\_\_\_\_ at the supermarket, he (13) \_\_\_\_\_ the opportunity to steal everything In her flat as well as her purse.

**2. The mother of a teenage boy is complaining about her son. Complete what she says.**

1. He loses a lot of things. Last week he.....his watch and a jacket.
2. He does very little homework. Last night he.....any.
3. He sleeps most of the day Last Sunday morning he.....till midday.
4. He spends all his money on clothes. Last month he.....over S100.
5. He goes out a lot. Last week he.....out every evening.
6. And he always comes home late. Last Saturday night he.....till 3 a.m.
7. He leaves his room in a terrible mess. Yesterday he.....all his clothes on the floor.
8. He eats a lot. Yesterday he.....a whole loaf of bread when he came home.

**3. Read this newspaper story. Look carefully at each line. Some of the lines are correct and some have a mistake. If a line is correct put a tick (\*) after it. If a line has a mistake in it, underline the mistake and write the correction in the brackets.**

Carl Harris was in Brixton prison, London. He works in the	1) _____
prison kitchen. One morning he saw a chance to escape. A	2) _____
truck full of potatoes come into the prison yard. He took half	3) _____
the sacks of potatoes into the kitchen. The driver tells him to	4) _____
leave the rest in the truck. Harris then hid among the sacks of	5) _____
potatoes which was still on the truck. The truck then left the	6) _____
prison. After half an hour the truck stopped and the driver gets	7) _____
out. Harris now thinks it was sale to come out. He couldn't	8) _____
believe it - he wasn't free. He was in another prison yard! The	9) _____
other sacks of potatoes were for the prisoners in Wandsworth	10) _____
Prison. London!	11) _____

**4. Put the verbs in brackets into the past simple or the past continuous.**

She 1) ...*was lying*... (lie) in bed when she 2)..... (hear) a sudden noise. She 3) ..... (open) her eyes in horror. Someone 4) ..... (open) a downstairs window; they 5)..... (try) to get into her house. She 6) .....(climb) slowly out of bed and 7).....(creep) to the door. She 8).....(stand) very still and listening carefully when she 9).....(see) a light downstairs. It 10) ..... (move) about as if someone 11).....(hold) a torch and searching for something. She 12).....(know) that they 13).....(look) for her.

**5. Put the verbs in brackets into the past simple or the past continuous.**

1. When I (to ring) up my friend, he (to sleep). 2. When grandfather (to watch) TV, he (to fall) asleep. 3. When my friend (to come) to see me, I (to do) my homework. 4. When I (to go) to the stadium, I (to meet) Kate and Ann. 5. When Nick (to ring<sup>1</sup>) me up yesterday, I (to help) mother. 6. When the children (to walk) through the wood, they (to see) a fox. 7. When I (to come) home, my sister (to wash) the floor. 8. When Mike (to play) in the yard, he (to find) a ball. 9. When I (to draw) yesterday, I (to break) two pencils. 10. When I (to meet) Tom, he (to go) to the shop. 11. When I (to look) out of the window, the children (to play) hide-and-seek. 12. I (to go) to the theatre yesterday. 13. At seven o'clock yesterday I (to go) to the theatre. 14. What you (to do) at 5 o'clock yesterday? -I (to play) the piano. 15. When I (to come) to ' school, the children (to stand) near the classroom. 16. We (to play) in the yard the whole evening yesterday. 17. When I (to prepare) breakfast in the morning, I (to cut) my finger. 18. Last year I (to go) to the United States. 19. You (to go) to Great Britain last year? – No, I (to go) to France. 20. What you (to do) yesterday? – I (to translate) a very long article.

**6. Underline the most suitable verb form in each sentence.**

- a) While Diana *watched/was watching* her favourite television programme, there was a power-cut.  
b) Tom *lived/was living* in the house at the end of the street.  
c) Who *was driving/drove* the car at the time of the accident?  
d) I *did/was doing* some shopping yesterday, when I saw that Dutch friend of yours.  
e) I *liked/was liking* sweets much more than I do now.  
f) What exactly *were you doing/did you do* when I came into your office yesterday?  
g) Laura missed the party because no-one *was telling/told* her about it.  
h) While I *had/was having* a bath, someone knocked on the door.  
i) Harry tried to repair the car, but he didn't really know what he *did/was doing*.  
j) *Were you eating/ Did you eat* spaghetti every day when you lived in Italy?  
k) They all *wanted/were wanting* to believe her, but suspected she was lying.  
l) Although it rained a lot, I *was enjoying/enjoyed* my holiday last year.  
m) While I *walked/I was walking* through the park a dog ran up to me and bit me.  
n) When I was a baby I *was carrying/I carried* a yellow blanket everywhere I went.  
o) While I *was cleaning/I cleaned* my room I found this old photograph.

**7. Put each verb in brackets into a suitable past verb form.**

- a) While I (try) \_\_\_\_\_ to get my car started, a passing car (stop) \_\_\_\_\_ and the driver (offer) \_\_\_\_\_ to help me.  
b) The police (pay) \_\_\_\_\_ no attention to Clare's complaint because she (phone) \_\_\_\_\_ them so many times during 5 last years.  
c) Mary (not wear) \_\_\_\_\_ her glasses at the time, so she (not notice) \_\_\_\_\_ what kind of car the man (drive) \_\_\_\_\_  
d) Nick (lie) \_\_\_\_\_ down on the grass for a while, next to some tourists who (feed) \_\_\_\_\_ the ducks.  
e) Tony (admit) \_\_\_\_\_ that he had hit the other car, but said that he (not damage) \_\_\_\_\_ it.  
f) Sorry, I (not listen) \_\_\_\_\_ to you. I (think) \_\_\_\_\_ about something else.  
g) Helen (feel) \_\_\_\_\_ very tired, and when she (finish) \_\_\_\_\_ her work, she (fall) \_\_\_\_\_ asleep.  
h) The police (get) \_\_\_\_\_ to Clare's house as fast as they could, but the burglars had disappeared.  
i) I (phone) \_\_\_\_\_ you last night but you (not answer) \_\_\_\_\_. What (you do) \_\_\_\_\_?  
j) We (not go) \_\_\_\_\_ out yesterday because it (rain) \_\_\_\_\_.  
k) What (you get) \_\_\_\_\_ for your birthday last week?  
l) George (watch) \_\_\_\_\_ the television when I arrived at his flat.  
m) James (turn on) \_\_\_\_\_ the television so we could watch the football match.  
n) 'What games (you play) \_\_\_\_\_ when you were young?'  
'Hiding from people, trying to catch people, all the usual things.'

- o) When I arrived at the checkout a lot of people (wait) \_\_\_\_\_ in the queue.
- p) Where (you go) \_\_\_\_\_ for your holidays last year?
- q) I left school around 5.00, (play) \_\_\_\_\_ football for a while, then went home.
- r) Mary (listen) \_\_\_\_\_ to the radio when her friend Barbara called.
- s) Mary (turn off) \_\_\_\_\_ the radio when her friend Barbara called.

### 8. Put each verb in brackets into a suitable past verb form.

When Professor Mallory, the famous archaeologist, (1) \_\_\_\_\_ (invite) me to take part in his expedition to find the Lost City of the Himalayas, I (2) (not hesitate) \_\_\_\_\_ to accept his invitation. Mallory (3) (discover) \_\_\_\_\_ an ancient map showing the position of the city, although no European had ever gone to the area before. In fact, most of Mallory's colleagues either (4) (believe) \_\_\_\_\_ that the city had never existed or (5) (feel) \_\_\_\_\_ that it was vanished long ago and (6) (become) \_\_\_\_\_ simply a legend. According to the Professor, the builders of the city (7) (hide) \_\_\_\_\_ it among the mountains in order to protect its immense riches. He (8) (believe) \_\_\_\_\_ that the descendants of these ancient people (9) (still keep) \_\_\_\_\_ themselves apart from the rest of mankind for the very same reasons. So when we (10) (set off) \_\_\_\_\_ on a cool May morning towards the distant mountains, each of us (11) (look forward) \_\_\_\_\_ to exciting discoveries. For a week or more we (12) (climb) \_\_\_\_\_ higher and higher, following the map, which Mallory (13) (study) \_\_\_\_\_ from time to time. Then one afternoon, while we (14) (rest) \_\_\_\_\_ at the top of a valley, we (15) (notice) \_\_\_\_\_ that a rider on a horse (16) (wave) \_\_\_\_\_ at us from the other side of the valley. A rider whose clothes (17) (shine) \_\_\_\_\_ like gold!

### 9. Put each verb in brackets into a suitable past verb form.

A The sun 1) ...was shining... (shine) and the birds 2) \_\_\_\_\_ (sing) as Mike 3) \_\_\_\_\_ (drive) down the country lane. He 4) \_\_\_\_\_ (smile) because he 5) \_\_\_\_\_ (look forward) to the journey ahead. Mike 6) \_\_\_\_\_ (enjoy) driving, especially when he 7) \_\_\_\_\_ (go) somewhere new. Then, suddenly, the engine 8) \_\_\_\_\_ (begin) to make a strange noise and the car 9) \_\_\_\_\_ (stop) dead in the middle of the road. Mike 10) \_\_\_\_\_ (try) to start it, but nothing 11) \_\_\_\_\_ (happen). He 12) \_\_\_\_\_ (sigh), then 13) \_\_\_\_\_ (get out) of the car. As he 14) \_\_\_\_\_ (push) the car to the side of the road, Mike 15) \_\_\_\_\_ (start) to wish he had stayed at home.

B John 1) \_\_\_\_\_ (enter) his flat and 2) \_\_\_\_\_ (close) the door. He 3) \_\_\_\_\_ (hang up) his coat when he 4) \_\_\_\_\_ (hear) a strange noise. A tap 5) \_\_\_\_\_ (run) in the kitchen. He 6) \_\_\_\_\_ (walk) into the kitchen and 7) \_\_\_\_\_ (turn) it off. Then, he 8) \_\_\_\_\_ (freeze). Someone 9) \_\_\_\_\_ (stand) behind him. He 10) \_\_\_\_\_ (take) a deep breath and 11) \_\_\_\_\_ (turn) around. His flatmate, Steve, 12) \_\_\_\_\_ (lean) in the doorway. 'You 13) \_\_\_\_\_ (give) me a fright!' John exclaimed. Steve 14) \_\_\_\_\_ (laugh) at him. John 15) \_\_\_\_\_ (start) to laugh, too. 'I 16) \_\_\_\_\_ (think) you had gone to London today,' he said. No,' 17) \_\_\_\_\_ (reply) Steve. Unfortunately. I 18) \_\_\_\_\_ (miss) the train.'

### UNIT 3

#### PRESENT PERFECT AND PRESENT PERFECT CONTINUOUS

**We use the present perfect simple:**

- for actions which happened at an unstated time in the past. The exact time is not mentioned because it is not important. We put more emphasis on the action.

*Kim has bought a new mobile phone. (When did she buy it? We don't mention the exact time because it is not important. What is important is the fact that she's got a new mobile phone.)*

- for actions which started in the past and are still continuing in the present.

*He has been a car salesman since 1990. (He started working as a car salesman in 1990 and he still is a car salesman.)*

- for actions which have recently finished and their results are visible in the present.

*They have done their shopping. (We can see that they have finished their shopping because they're leaving the supermarket and there are bags in their trolley)*

**We use the present perfect continuous**

- to put emphasis on the duration of an action which started in the past and continues up to the present, especially with time expressions such as for, since, all morning I day I year, etc.

*Sam has been talking on the phone for half an hour. (He began talking on the phone half an hour ago and he is still talking.)*

- for an action which started in the past and lasted for some time. The action may have finished or may still be going on. The result of the action is visible in the present.

*Her feet hurt. She has been walking all morning. (The result of the action is visible in the present - her feet hurt.)*

- to express anger, irritation or annoyance.

- **Note:** With the verbs live, work, teach and feel (= have a particular emotion) we can use the present perfect or present perfect continuous with no difference in meaning.

<ul style="list-style-type: none"> <li>• <b>with</b>                      <b>today,</b>                      <b>this</b> <b>morning/afternoon, etc.</b> <b>when these periods of time are</b> <b>not finished at the time of</b> <b>speaking.</b> <i>He has made ten pots this morning.</i> <i>(It is still morning so this period of</i> <i>time is not finished.)</i></li> </ul>	<i>We have lived/have been living here</i> <i>for twenty years.</i>
<p><b>Time expressions used with the present perfect simple include:</b> <i>for, since, already, just, always, recently, ever, how long, yet, lately, never, so far, today, this morning/afternoon/week/month/year, etc.</i></p> <p><b>Affirmative</b></p> <ul style="list-style-type: none"> <li>• <b>for</b> e.g. <i>I have known them for six years.</i></li> <li>• <b>since</b> e.g. <i>She has been ill since Monday.</i></li> <li>• <b>already</b> e.g. <i>We have already eaten our lunch.</i></li> <li>• <b>Just</b> e.g. <i>I have just posted the letter.</i></li> <li>• <b>always</b> e.g. <i>She has always wanted to travel abroad.</i></li> <li>• <b>recently</b> e.g. <i>He has recently published a book.</i></li> </ul> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• <b>ever</b> e.g. <i>Have you ever met anybody famous?</i></li> <li>• <b>how long</b> e.g. <i>How long have you lived here?</i></li> <li>• <b>yet</b> e.g. <i>Has Paul left yet?</i></li> <li>• <b>lately</b> e.g. <i>Have you seen any good films lately?</i></li> </ul> <p><b>Negations</b></p> <ul style="list-style-type: none"> <li>• <b>for</b> e.g. <i>I haven't talked to him for days.</i></li> <li>• <b>since</b> e.g. <i>They haven't been abroad since 1990.</i></li> <li>• <b>yet</b> e.g. <i>She hasn't answered my letter yet.</i></li> <li>• <b>lately</b> e.g. <i>I haven't seen John lately.</i></li> <li>• <b>never</b> e.g. <i>They have never worked abroad.</i></li> </ul>	

**1. Underline the most suitable verb form in each sentence.**

- Did you see/Have you seen my bag anywhere? I can't find it.*
- Larry is writing/has been writing/has written his novel for the last two years.*
- From the minute he got up this morning Gary asked/has asked/has been asking silly questions!*
- Have you given/Did you give Helen my message when you have seen/saw her?*
- Sorry, could you say that again? I didn't listen/haven't listened/haven't been listening to you.*
- The police think that they found/have found your wallet, so call this number.*
- Did you two meet/Have you two met before? Eric, this is Amanda,*
- Did you meet/Have you met anyone interesting at the reception?*

**2. Put each verb in brackets into a suitable verb form.**

- a) I'm sorry about not coming last week. I (have) **had**. a cold and so I (stay) \_\_\_\_\_ at home.
- b) Wait a minute! I (have) \_\_\_\_\_ an idea. Let's go and see Roger. We last (see) \_\_\_\_\_ him a long time ago.
- c) It's nice to be back here in London. This is the second time I (come) \_\_\_\_\_ here.
- d) I'm phoning about your bicycle for sale, which I (see) \_\_\_\_\_ in the local paper. (you sell) \_\_\_\_\_ it? Or is it still available?
- e) This place is in a terrible mess! What on earth (you do) \_\_\_\_\_ ?
- f) And now for an item of local news. Hampshire police (find) \_\_\_\_\_ the dangerous snake which (go) \_\_\_\_\_ missing earlier in the week.
- g) This tooth (kill) me lately! So I (make) \_\_\_\_\_ an appointment with the dentist for next Tuesday.
- h) I can't give you the report I (promise) \_\_\_\_\_ for today because I (not finish) \_\_\_\_\_ it.

**3. Underline the most suitable time expression.**

- a) I haven't seen Gerry *for/since* a long time. How is he?
- b) It's ages *ago/since* I last went to a football match.
- c) I've written to Deborah *last week/recently*.
- d) What have you been doing *today/yesterday*?
- e) Have you eaten Italian food *before/already*?
- f) I've been living here *in/since* the end of last year.
- g) Actually I had dinner with Sue *last night/lately*.
- h) I've been trying to get in touch with David *for ages/for the last time*.
- i) Terry hasn't been to Edinburgh *since/when* we went there together. .
- j) I can't remember *how long/when* I've had this watch.

**4. Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.**

- a) Steve started learning the violin a month ago.  
**learning** Steve **has been learning** the violin for a month.
- b) I haven't been to an Indian restaurant for ages.  
**since** It's ages \_\_\_\_\_ an Indian restaurant.
- c) When she heard the results, Mary began to feel more confident.  
**become** Since hearing the results \_\_\_\_\_ more confident.
- d) The last time Nancy came here was in 1986.  
**since** Nancy hasn't \_\_\_\_\_ 1986.
- e) This is my first visit to Japan.  
**time** This is the first \_\_\_\_\_ to Japan.

f) How long have Helen and Robert been married?

**get** When \_\_\_\_\_ married?

g) Jack bought those trousers last month, and has been wearing them ever since.

**for** Jack has \_\_\_\_\_ a month.

h) It's a long time since our last conversation.

**spoken** We \_\_\_\_\_ long time.

i) Thanks, but I had something to eat earlier.

**already** Thanks, but I've \_\_\_\_\_ eat.

j) This is my first game of water-polo.

**played** I \_\_\_\_\_ before.

**5. Put each verb in brackets into either the present perfect simple or the present perfect continuous.**

a) Someone (eat) *has eaten* all the cakes. I'll have to buy some more.

b) What (you buy) \_\_\_\_\_ your sister for her birthday?

c) My throat is really sore. I (sing) \_\_\_\_\_ all evening.

d) Brenda (learn) \_\_\_\_\_ Russian, but she finds it difficult.

e) How many people (you invite) \_\_\_\_\_ to your party?

f) Those two cats (sit) \_\_\_\_\_ on that branch for the last hour.

g) It (rain) \_\_\_\_\_ all day! Why can't it stop?

h) Diana (wear) \_\_\_\_\_ twelve different dresses in the past week!

i) I (do) \_\_\_\_\_ everything you asked. What should I do now?

j) Graham and Pauline (try) \_\_\_\_\_ to find a house for ages, but they can't find one they can afford.

**6. Put each verb in brackets into either the past simple, the present perfect simple, or the present perfect continuous.**

It was announced in London this morning that the British Oil Corporation (1) ...*has discovered* (discover) oil under the sea near the Welsh coast. The company, which (2) \_\_\_\_\_ (drill) for oil in the area since 2001, (3) \_\_\_\_\_ (find) small amounts of oil near Swansea last month, and since then (4) \_\_\_\_\_ (discover) larger amounts under the seabed nearby. Last year the government (5) \_\_\_\_\_ (lend) over £50,000,000 to BOC, and (6) \_\_\_\_\_ (give) permission for the company to build an oil refinery and other facilities in South Wales.

The reaction of local people to today's news (7) \_\_\_\_\_ (be) mixed so far. Local MPs (8) \_\_\_\_\_ (already welcome) the news, pointing out that the oil industry will bring badly needed jobs to the area. But local residents are worried about the danger of pollution. 'Nobody (9) \_\_\_\_\_ (ask) us yet what we want,' said Ann Griffiths, leader of the Keep Out The Oil Campaign. 'Look what (10) \_\_\_\_\_ (happen) when they (11) \_\_\_\_\_ (find) oil in Scotland in the 1960s. The oil companies (12) \_\_\_\_\_ (get) rich, not the local people. BOC (13) \_\_\_\_\_ (not tell) us the truth about what this is going to mean for our people.' A BOC spokesman later (14) \_\_\_\_\_ (refuse) to comment. Meanwhile local campaigners (15) \_\_\_\_\_ (ask) the government to hold an inquiry.



**7. Look carefully at each line. Some of the lines are correct, and some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.**

*A letter from the builders*

Dear Mrs Sangster,

Just a quick note to explain what we have been done so far this month. The work on the kitchen has gone well so far, although we haven't already finished knocking down the outside wall yet. So I wrote to you last week and have explained that two of my workmen were ill. They have quite recovered now, I am glad to say, and they have came back to work yesterday. As the weather has been bad we have been work inside most of the time, and all the painting is now been finished. We have also put in a new window in the kitchen, as you have instructed in your last letter. As you have not been visiting here for two weeks we have not had the chance to discuss the walls. When we checked them we have discovered that they are in a dangerous condition. I'll let you know what we have do to them.

Best wishes,

Andrew Turner, Builder

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_

**8. Put the verbs in brackets into the past simple or the present perfect.**

1. A: I 1) ... *\*ve seen...* (see) this film before.

B: Me too, but I love this actor. He 2) \_\_\_\_\_ (play) a lot of good roles.

A: Tom Cruise? I 3) \_\_\_\_\_ (meet) him, you know.

B: Really? When?

A: When I 4) \_\_\_\_\_ (be) in Los Angeles on holiday.

2. A: Who is that man?

B: He's an artist. He 1) \_\_\_\_\_ (paint) a lot of beautiful pictures.

A: I think Van Gogh 2) \_\_\_\_\_ (paint) the most beautiful pictures ever. But his life 3) \_\_\_\_\_ (be) miserable.

3. A: I 1) \_\_\_\_\_ (just/hear from) an old friend of mine.

B: Oh, really?

A: Yes. Jim 2) \_\_\_\_\_ (write) to me. I 3) \_\_\_\_\_ (get) the letter this morning.

B: That's nice. When 4) \_\_\_\_\_ (you/first/meet) him?

A: He 5) \_\_\_\_\_ (live) next door to me for three years, but he 6) \_\_\_\_\_ (move) away last June and I 7) \_\_\_\_\_ (not/see) him since.

### 9. Put the verbs in brackets into the correct tense.

1 A: What ...**were you doing**. (you/do) at ten o'clock this morning?

B: \_\_\_\_\_ (read) some important documents in my office.

2 A: Why are you so disappointed?

B: Because I \_\_\_\_\_ (hope) that I would pass the test, but I didn't.

3 A: Have you found your bag yet?

B: No, but I \_\_\_\_\_ (report) it stolen to the police yesterday.

4 A: Did you enjoy the play last night?

B: No, even though I \_\_\_\_\_ (read) good reviews of it before I bought the tickets.

5 A: Have you written your report yet?

B: I \_\_\_\_\_ (just/start) when you came in, actually.

6 A: Sorry I'm late.

B: Where have you been? I \_\_\_\_\_ (expect) you an hour ago.

7 A: We \_\_\_\_\_ (go) to an antique market yesterday.

B: \_\_\_\_\_ (you/buy) anything?

8 A: Were you surprised that the factory closed down?

B Not really. In fact, I \_\_\_\_\_ (know) it was going to happen.

9 A: Julia did well in the test, didn't she?

B: Yes. She \_\_\_\_\_ (study) very hard for it.

## UNIT 4

### PAST PERFECT AND PAST PERFECT CONTINUOUS

<p><b>We use the past perfect simple</b></p> <ul style="list-style-type: none"> <li>• <b>for an action which happened before another past action or before a stated time in the past</b> <i>They <b>had already reserved</b> the table when they went to the restaurant.</i> <i>They <b>had already sat</b> down for dinner by 8 pm.</i></li> <li>• <b>for an action which finished in the past and whose result was visible in the past</b> <i>Bill <b>had injured</b> his legs in a car accident, so he had to use a wheelchair for six months</i></li> </ul>	<p><b>We use the past perfect continuous</b></p> <ul style="list-style-type: none"> <li>• <b>to put emphasis on the duration of an action which happened before another past action or before a stated time in the past usually with <b>since</b> or <b>for</b></b> <i>They <b>had been skating</b> together for five years before they entered the competition</i></li> <li>• <b>for an action which lasted for some time in the past and whose result was visible in the past</b> <i>She <b>had been working</b> hard that day, so she was tired.</i></li> </ul>
<p><b>We can use the past perfect or the past simple with before or after without any difference in meaning</b> <i>She left after she <b>had finished</b> her work. / She left after she <b>finished</b> her work.</i></p>	
<p><b>The past perfect is used with the following time expressions: <i>before, after, already, for, since, just, till/until, when, by, by the time, never, etc.</i></b></p>	<p><b>The past perfect continuous is used with the following time expressions: <i>for, since, how long, before, until, etc</i></b></p>

### 1. Put the verbs in brackets into the correct tense.

**A** When Simon 1) ...arrived... (arrive) at the cinema, dozens of people 2) \_\_\_\_\_ (queue) outside. They 3) \_\_\_\_\_ (wait) to see the same film as Simon. Simon, however, 4) \_\_\_\_\_ (buy) a ticket in advance, so he 5) \_\_\_\_\_ (walk) straight to the front of the queue and 6) \_\_\_\_\_ (enter) the cinema. He 7) \_\_\_\_\_ (feel) relieved that he didn't have to queue. He 8) \_\_\_\_\_ (reach) his seat just as the lights 9) \_\_\_\_\_ (go down) for the start of the film.

**B** Last weekend, Cathy 1) \_\_\_\_\_ (hire) a car and 2) \_\_\_\_\_ (drive) to the seaside. When she 3) \_\_\_\_\_ (arrive) the wind 4) \_\_\_\_\_ (blow) and the sky 5) \_\_\_\_\_ (be) cloudy. She 6) \_\_\_\_\_ (get out) of the car and 7) \_\_\_\_\_ (take) a walk along the seafront. Then she 8) \_\_\_\_\_ (decide) to go for fish and chips at a nearby restaurant that she 9) \_\_\_\_\_ (see) earlier and liked the look of. By the time she 10) \_\_\_\_\_ (leave) the restaurant, it 11) \_\_\_\_\_ (already/grow) dark. As she 12) \_\_\_\_\_ (walk) to her car it 13) \_\_\_\_\_ (begin) to rain. However, Cathy 14) \_\_\_\_\_ (not/mind) because she 15) \_\_\_\_\_ (have) a wonderful day.

### 2. Underline the correct tense.

1. Lynne *was singing/had sung* as she was cleaning the windows.
2. Mr Todd *was teaching/had been teaching* for thirty years when he retired.
3. I phoned Jack because I *wanted/had wanted* to ask him a question.
4. They *had walked/had been walking* for hours when they stopped for a rest.
5. The shop *had been selling/had sold* the table by the time I got there.
6. Joe was happy. He *was winning/had won* first prize in the competition.
7. It *was raining/had rained* while they were playing the football match.
8. Rob *was opening/opened* the box and looked inside.
9. Eve was delighted to hear that she *was getting/had got* the job.
10. People *used to work/were working* very long hours in those days.
11. I was running when I *slipped/was slipping* on the ice.
12. They *were already buying/had already bought* the tickets when they went to the concert.
13. Carol *had broken/was breaking* her arm, so she couldn't write for six weeks.
14. We *had been staying/stayed* in a hotel by the sea last summer.
15. Elvis Presley *sang/had sung* lots of hit songs.
16. I *opened/was opening* the door and stepped outside.
17. They *had stood/were standing* outside when the results were announced.
18. Alexander Graham Bell *had invented/invented* the telephone.
19. She broke the glass while she *had washed/was washing* it.

### 3. Fill in the gaps with an appropriate past form.

One fine morning, a man 1) ...**was fishing** (fish) in a river. The sun 2) \_\_\_\_\_ (shine) and the man 3) \_\_\_\_\_ (sit) on the river bank. Everything was very quiet and peaceful. The man 4) \_\_\_\_\_ (wait) patiently for several hours when suddenly he 5) \_\_\_\_\_ (feel) something pulling on the fishing line. He 6) \_\_\_\_\_ (stand up) quickly and 7) \_\_\_\_\_ (begin) to take in the line. He 8) \_\_\_\_\_ (just/lift) the huge fish he had caught out of the water when there was a loud splash and it fell back into the river. At first, the man didn't know what 9) \_\_\_\_\_ (happen). Then, he 10) \_\_\_\_\_ (look) carefully at his fishing line. It 11) \_\_\_\_\_ (snap). The poor man was so disappointed that he 12) \_\_\_\_\_ (pack) away all his things and went home.

### 4. Put the verbs in brackets into the correct tense.

A: Hello, Mark. You 1) ...took... (take) a long time to answer the door.

B: Sorry. I 2) \_\_\_\_\_ (not/hear) the bell. Come in. Tony.

A: 3) What \_\_\_\_\_ (you/plan) to do today?

B: Well. I 4) \_\_\_\_\_ (think) of going for a picnic in the country, but the weather is awful so I 5) \_\_\_\_\_ (change) my mind.

A: Oh dear. Well, yesterday Mary 6) \_\_\_\_\_ (tell) me that she 7) \_\_\_\_\_ (buy) two tickets to see the Rocking Stars, but she couldn't go to the concert. So 8) \_\_\_\_\_ (buy) the tickets from her, because I 9) \_\_\_\_\_ (think) you'd like to go.

B: Tony, that's brilliant! I 10) \_\_\_\_\_ (mean) to buy tickets for that concert, but they 11) \_\_\_\_\_ (sell out) by the time I 12) \_\_\_\_\_ (go) to the booking office.

A: Well, it's lucky I 13) \_\_\_\_\_ (see) Mary, then, isn't it?

### 5. Put the verbs in brackets into the correct tense.

1. A: Look at Steve! He is soaking wet.

B: I know. He **..has been washing...** (wash) the car.

2. A: Why \_\_\_\_\_ (you/make) so much food?

B: Well, I \_\_\_\_\_ (expect) guests, but they phoned to say they couldn't come.

3. A: Julia performed well at the concert.

B: Yes. She \_\_\_\_\_ (practise) for months beforehand.

4. A: \_\_\_\_\_ (you/ever/go) to Spain?

B: Yes. I \_\_\_\_\_ (go) last year.

5. A: I like your new coat.

B: Thank you. I \_\_\_\_\_ (wear) my old coat for years, so I decided to buy a new one.

6. A: Do you know this town well?

B: Of course. I \_\_\_\_\_ (live) here for six years.

## UNIT 5

### FUTURE TENSES

#### **Prediction**

##### **• Will**

Will is used to make predictions. It is often preceded by I think or by opinion words like perhaps. A time expression is also necessary.

*I think it'll rain tomorrow.*

*Perhaps she'll be late.*

##### **• Going to**

Going to is also used for predictions. It is especially common when we can see the cause of the event.

*Look out! There's a bus coming! It's going to hit us!*

*I can see you're going to have a baby. When is it due?*

*You're going to fall!*

Going to is also common in impersonal statements.

*Liverpool are going to win the Cup.*

But will can also be used for most examples like this, with no change of meaning.

##### **• Future continuous**

The future continuous is used to describe a situation in progress at a particular time in the future.

*This time next week I expect I'll be living in London. And I'll probably be cycling to work.*

##### **• Future perfect**

The future perfect looks back from a point in the future.

*By the time we get there, the film will have started.*

It refers to indefinite time up to that point. This means that when we get to the future point we can say: *The film has started.*

#### **Intention**

##### **• Going to**

Going to is used to describe a present intention or plan. This is something we have already decided to do.

*I'm going to fix the television tomorrow.*

##### **• Will**

Will is used for instant decisions made at the time of speaking.

*I know, I'll get him a wallet for his birthday.*

#### **Fixed arrangements and timetables**

##### **• Present continuous**

The present continuous is used to describe definite, fixed arrangements.

*Sorry, I can't help you, I'm leaving in the morning.*

The arrangements are often social arrangements or appointments and may be written in a diary.

### • Present simple

The present simple is used to describe future events which are based on a timetable, programme or calendar.

*My train leaves at 11.30 tomorrow morning.*

### When, until, as soon as

After the time expressions when, until and as soon as a present tense form is used, although this refers to future time.

*I'll wait for you here until you get back.*

The present perfect is often used in cases like this to emphasize the completion of an event.

*I'll wait here until you have finished.*

### 1. Underline the most suitable future form in each sentence.

- a) Why *are you going to buy/will you buy* a new mountain bike?
- b) Don't phone between 8.00 and 9.00. *I'll study/I'll be studying* then.
- c) Look out! That tree *will/is going to* fall!
- d) Let me know as soon as Louise *will get/gets* there.
- e) Great news! Jean and Chris *will come/are coming* to stay with us.
- f) According to this timetable, the bus *is going to arrive/arrives* at 6.00.
- g) Can you call me at 7.00, because *I'll leave/I'm leaving* tomorrow.
- h) If you arrive late at the sale, the best things *will go/will have gone*.

### 2. Put each verb in brackets into a suitable future form. More than one answer may be possible.

- a) I can't see you on Thursday afternoon. I (visit) ... ***am visiting*** our Birmingham branch.
- b) George (not be) \_\_\_\_\_ back until six. Can I take a message?
- c) What (you buy) \_\_\_\_\_ with the money you won in the lottery?
- d) I don't think you (have) \_\_\_\_\_ any problems at the airport.
- e) (you take) \_\_\_\_\_ your dog with you to Scotland?
- f) All the hotels are full. Where (we spend) \_\_\_\_\_ the night?
- g) You'd better not come in July. My mother (stay) \_\_\_\_\_ with me then.
- h) What time (your plane leave) \_\_\_\_\_ ?

### 3. Put each verb in brackets into a suitable future form. More than one answer may be possible.

- a) By the time we reach home, the rain (stop) ... ***will have stopped***.
- b) This time next week I (lie) \_\_\_\_\_ on the beach in Spain.
- c) In ten years' time I (work) \_\_\_\_\_ for a different company.
- d) If we don't get there by 6.00, Jack (leave) \_\_\_\_\_.
- e) In July they (be married) \_\_\_\_\_ for twenty years.
- f) In the year 2500 a lot of people (live) \_\_\_\_\_ on the Moon.
- g) When you get to the station, I (wait) \_\_\_\_\_ for you outside.
- h) Don't worry! The plane (land) \_\_\_\_\_ in a moment.

- i) By the time you come home, I (finish) \_\_\_\_\_ the decorating.  
 j) Come round between eight and nine. We (watch) \_\_\_\_\_ the match on television then.

**4. Put each verb in brackets into a suitable future form.**

Have you ever wondered what exactly (1) *..you will be doing...* (you do) in ten years time? Well, according to computer expert Tom Vincent, computers (2) \_\_\_\_\_ (soon be able) to make accurate predictions about the future. Professor Vincent, from Cambridge, (3) \_\_\_\_\_ (hold) a press conference next week to describe the computer which he calls 'Computafuture'. 'This computer can tell us what life (4) \_\_\_\_\_ (be) like, based on data describing past events,' explains Professor Vincent. For example, Computafuture can predict how many people (5) \_\_\_\_\_ (live) in a particular area, or whether there (6) \_\_\_\_\_ (be) a lot of rain during a particular period. Professor Vincent also believes that by the year 2050, computers (7) \_\_\_\_\_ (replace) teachers, and (8) \_\_\_\_\_ (also do) most of the jobs now being done by the police. 'Computers are becoming more intelligent all the time,' says Professor Vincent. 'Soon they (9) \_\_\_\_\_ (direct) traffic and (10) \_\_\_\_\_ (teach) our children. And telling us about the future.'

**5. Put each verb in brackets into a suitable verb form. All sentences refer to future time.**

- a) When I (see) *...see....* you tomorrow, I (tell) \_\_\_\_\_ you my news.  
 b) As soon as we (get) \_\_\_\_\_ there, we (phone) for a taxi.  
 c) I (go) \_\_\_\_\_ to the library before I (do) \_\_\_\_\_ the shopping.  
 d) We (wait) \_\_\_\_\_ here until the rain (stop) \_\_\_\_\_.  
 e) I (get) \_\_\_\_\_ £50 from the bank when it (open) \_\_\_\_\_.  
 f) After you (take) \_\_\_\_\_ the medicine, you (feel) \_\_\_\_\_ better.  
 g) You have to stay until you (finish) \_\_\_\_\_ your work.  
 h) I (let) \_\_\_\_\_ you know the minute I (hear) \_\_\_\_\_ the results.  
 i) Before we (paint) \_\_\_\_\_ the wall, we (have) \_\_\_\_\_ a cup of tea,  
 j) We (climb) \_\_\_\_\_ over the wall as soon as it (get) \_\_\_\_\_ dark.

**6. Look carefully at each line. Some of the lines are correct, and some have a word which should not be there. Tick each correct line. If a line has a word which should not be there, write the word in the space.**

**Keeping a diary**

Are you one of those people who will know exactly what they will be doing every day next week? When the different days will arrive, will you have get out your diary, or are you the kind of person who will just guess? Some people will write their appointments in a diary, but others just hope that they will remember. For example, tonight I'm be going

- 1) will  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_  
 4) \_\_\_\_\_  
 5) \_\_\_\_\_  
 6) \_\_\_\_\_  
 7) \_\_\_\_\_  
 8) \_\_\_\_\_

to the cinema, but perhaps I'll not forget all about it. You see, I will never keep a diary. I try not to forget my appointments, but I know that I will usually do. I just don't like planning my future. I know that one day I'm going to make a serious mistake. I'll be miss an important examination, or by the time I remember it and get there, it will have been finished. Perhaps that will be when I have finally buy a diary.

- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_
- 16) \_\_\_\_\_
- 17) \_\_\_\_\_

**7. Put the verbs in brackets into the correct future tense.**

1. A: Your house is very small.  
B: I know. I'm going to move... (move) to a bigger house next year.
2. A: I have got a new job!  
B: Wonderful! I \_\_\_\_\_ (call) Mum and tell her the good news.
3. A: How old is your daughter?  
B: She \_\_\_\_\_ (be) fourteen next week.
4. A: I must phone Julia.  
B: Well, don't phone her now. She \_\_\_\_\_ (sleep).
5. A: Have you been living here long?  
B: Yes. By next month, I \_\_\_\_\_ (live) here for ten years.
6. A: Are you having a party next weekend?  
B: Yes. I hope I \_\_\_\_\_ (finish) decorating the house by then.
7. A: What are your plans for tonight?  
B: Well, I \_\_\_\_\_ (meet) Steve at eight o'clock.
8. A: I must buy some bread.  
B: You'd better hurry. The shops \_\_\_\_\_ (close) in half an hour.
9. A: Shall I call you at ten o'clock tomorrow?  
B: No. I \_\_\_\_\_ (leave) for work by then.
10. A: Are you coming to the disco on Friday night?  
B: I can't. I \_\_\_\_\_ (study) for my exam then.
11. A: Are you excited about going to California?  
B: Yes! This time tomorrow I \_\_\_\_\_ (fly) across the Atlantic.
12. A: It's seven o'clock.  
B: Yes. John \_\_\_\_\_ (leave) the office by now.
13. A: There's somebody at the door.  
B: Oh. That \_\_\_\_\_ (be) the postman.
14. A: I've left my jacket at home.  
B: I \_\_\_\_\_ (go) back and get it for you.
15. A: Have you booked a taxi to take you to the airport?  
B: Yes. It \_\_\_\_\_ (come) at eight o'clock in the morning.
16. A: Are you nervous about the interview?  
B: Yes. This time tomorrow, I \_\_\_\_\_ (talk) to the managing director.



### 8. Fill in the future simple, the present simple or the present perfect.

**A** My car is being repaired and I don't know when it 1) ...will be... (be) ready. I doubt whether I 2) \_\_\_\_\_ (be able to) collect it before the weekend. I wonder if John 3) \_\_\_\_\_ (give) me a lift to the party on Saturday. I'll ask him when he 4) \_\_\_\_\_ (come) home.

**B** I was calling to ask if you'd like to go out after we 1) \_\_\_\_\_ (finish) work tomorrow or if you 2) \_\_\_\_\_ (want) to watch a video instead. Call me back as soon as you 3) \_\_\_\_\_ (get) in. I'll wait until I 4) \_\_\_\_\_ (hear) from you.

**C** I will leave the hotel early in case there 1) \_\_\_\_\_ (be) a lot of traffic. I don't know how long the journey 2) \_\_\_\_\_ (take) or what time the plane 3) \_\_\_\_\_ (land), but I 4) \_\_\_\_\_ (call) you as soon as I 5) \_\_\_\_\_ (arrive) at the airport. Then, I will wait until you 6) \_\_\_\_\_ (come) to collect me.

**D** Paula is drinking tea as she is waiting for Charles. She wonders if he 1) \_\_\_\_\_ (be) late as usual. She will wait until the clock 2) \_\_\_\_\_ (strike) five and then she will call him in case he 3) \_\_\_\_\_ (forget).

### 9. Underline the correct tense.

**A** Next Saturday, Daisy 1) *is flying/flies* to Paris for a business meeting. Her secretary has already booked the flight. The plane 2) *will leave/leaves* at nine o'clock in the morning and one of her business clients 3) *will have met/will be meeting* her at the airport when the plane lands. She doesn't know how long the meeting will last, but she 4) *will have returned/will have been returning* home by Thursday evening.

**B** Florence 1) *is going to become/will be becoming* a doctor when she finishes medical school. She thinks she 2) *will probably work/will have probably worked* in a hospital for most of her career. This time next month, she 3) *will have revised/will be revising* hard for her exams. By the time she gets her degree she 4) *will have been studying/will have studied* medicine for five years. Florence hopes she 5) *will have passed/will pass* all the exams with excellent grades.

### 10. Fill in the gaps with an appropriate tense form.

Next month, Maggie 1) *is going* (go) to Australia to visit her sister, who she hasn't seen for fifteen years. The plane 2) \_\_\_\_\_ (leave) early in the morning and 3) \_\_\_\_\_ (stop off) at Singapore before flying on to Sydney. It 4) \_\_\_\_\_ (be) a very long, tiring journey, but Maggie is very excited because this time next month, she 5) \_\_\_\_\_ (begin) her adventure on the other side of the world. She 6) \_\_\_\_\_ (stay) in Australia for one month. She has booked her flight, so she 7) \_\_\_\_\_ (fly) back to Britain on 31st May. She hopes that she 8) \_\_\_\_\_ (visit) lots of fascinating places and seen many interesting things by the time her holidays are over.

### 11. Put the verbs in brackets into the correct form.

Dear Lionel,

I'm writing to tell you my exciting news. I have won a competition! I think my life 1) *...will change...* (change) a lot now! I 2) \_\_\_\_\_ (meet) the competition organisers next week to get my prize - a cheque for £50,000. As soon as I 3) \_\_\_\_\_

\_\_\_\_\_ (have) the money, I 4) \_\_\_\_\_ (buy) a new car, and I 5) \_\_\_\_\_ (also/redecorate) my house. Hopefully, I 6) \_\_\_\_\_ (finish) the whole house by the end of June. Then, on the fifth of July, I 7) \_\_\_\_\_ (fly) to Tahiti for an exotic holiday in the sun. I 8) \_\_\_\_\_ (return) by the end of July and then I 9) \_\_\_\_\_ (throw) a big party for all my friends. I hope you 10) \_\_\_\_\_ (come). Well, it's almost lunchtime, so I 11) \_\_\_\_\_ (say) goodbye for now. I promise I 12) \_\_\_\_\_ (send) you a postcard from Tahiti.

Best wishes,  
Emily

## 12. Put the verbs in brackets into the correct form.

If you 1) *...like...* (like) watersports, you 2) \_\_\_\_\_ (love) Aquaworld. As soon as you 3) \_\_\_\_\_ (arrive) at this unique theme park, you 4) \_\_\_\_\_ (be greeted) by visitor hosts who 5) \_\_\_\_\_ (show) you to a luxury chalet. Once you 6) \_\_\_\_\_ (be) in your swimsuit, you 7) \_\_\_\_\_ (be able to) enjoy a wide variety of watersports, from swimming to water-skiing. You 8) \_\_\_\_\_ (find) plenty to do and you 9) \_\_\_\_\_ (have) the chance to try many exciting activities. Aquaworld 10) \_\_\_\_\_ (open) at 9 am every day and 11) \_\_\_\_\_ (close) at 8 pm. There 12) \_\_\_\_\_ (be) special facilities for children and lifeguards 13) \_\_\_\_\_ (supervise) all activities. Visit Aquaworld for an experience you 14) \_\_\_\_\_ (never/forget)!

## 13. Choose the correct answer.

1. I A, about buying a new car recently.

Really? What sort of car?

A have been thinking      B have thought

C thought

2. I haven't seen Mark for weeks.'

'Well, I \_\_\_\_\_ him this afternoon. Why don't you come along?'

A have met

B am meeting

C meet

3. 'We'd better take a taxi to the station.'

Yes. The train \_\_\_\_\_ in fifteen minutes.'

A has left

B will have left

C leaves

4. 'Where is the newspaper?'

'I threw it away. I thought you \_\_\_\_\_ reading it.'

A have finished

B finished

C had finished

5. I feel very tired.'

How can you be tired? You \_\_\_\_\_ a thing all day.'

A haven't been doing

B aren't doing

C haven't done

6. Cathy doesn't study enough.'

I know. I'm afraid she \_\_\_\_\_ her exam.'

A won't pass

B won't be passing

C won't have passed

7. 'It's bad news about Janet crashing her new car, isn't it?'

'Yes. She \_\_\_\_\_ for months to buy it.'

A saved

B is saving

C had been saving

8. 'There's someone here to see you.'

'Oh, that \_\_\_\_\_ my sister. Send her in.'

A will have been	B was	C will be
9. Whose is this earring?		
'I don't know. I found it when I _____ the house.'		
A was cleaning	B had cleaned	C am cleaning
10. I _____ to reach Jane on the phone all day.'		
Don't you know? She's gone on holiday.'		
A tried	B have been trying	C have tried
11. 'I want to visit Katie.'		
'Well, don't visit her before five o'clock. She _____'.		
A is working	B will be working	C will have worked
12. That _____ like Dad's car.'		
'It is. He must have finished work early.'		
A sounds	B had sounded	C has sounded
13. Is that a new jumper?		
No. I _____ it from Laura yesterday.'		
A have borrowed	B had borrowed	C borrowed
14. '_____ to the library today?'		
Yes. Would you like me to return your books?'		
A Will you have gone	B Will you have been going	C Will you be going
15. 'How is your grandfather?'		
'His condition _____ day by day.'		
A improves	B has improved	C is improving
16. 'When did you speak to Sue?'		
'I met her as I _____ to work.'		
A had walked	B was walking	C am walking
17. Shall we go shopping?		
I can't go until the babysitter _____.		
A arrives	B will arrive	C arrived
18. I've invited Sam to my party.'		
'I doubt if he _____. He's studying for an exam.'		
A comes	B will come	C is coming
19. 'I'm sorry I'm late.'		
I _____ here for over an hour.'		
A have been waiting	B have waited	C was waiting
20. 'I'm having trouble with the car.'		
'I'm sure John _____ you fix it if you ask him.'		
A is going to help	B helps	C will help
21. How long _____ James?'		
Since we were children.'		
A have you known	B do you know	C did you know
22. You _____ a good teacher one day.'		
Do you really think so?'		
A were	B will be	C are being

## CONSOLIDATION

**Underline the correct word or phrase in each sentence.**

1. Whether this new pay deal will satisfy the unions *remains/will remain/is remaining* to be seen.
2. According to the Publications Department, it will be two years before the new Handbook *completes/is completed/will be completed*.
3. The President's plane touched down in Mexico City on Wednesday, two days after he *would have arrived/had been to arrive/was due to arrive*.
4. By the end of this month, I'll *be/be being/have been* a member of this club for ten years.
5. Helena's not really a party animal, so I doubt whether she *comes/'ll come/'ll have come*.
6. I was wondering if you *wanted/had wanted/would want* to go running with me.
7. I didn't realise I'd left my file at home until the meeting *will start/has started/started*.
8. I was going to ask her for a date, but I *don't/didn't/couldn't bring* myself to do it.
9. The noise stopped as soon as the Head Teacher *walks/walked/was walking* into the room.
10. I've been getting stabbing pains in my back *so far/for a while now/up to now*.
11. How long did you say you *take/are taking/have been taking* these pills?
12. It won't be long now before David *will go/goes/be going* to school.
13. Jack was about to kiss Julia when he *noticed/had noticed/was noticing* the ring on her hand.
14. The President was to have visited a hospital; instead he *rushed/had been rushing/would have rushed* to his wife's bedside.
15. I'm terribly sorry; I had no idea you *are/were/had been* appointed deputy director.
16. When I got back home after my holiday, I noticed that someone *tampered/used to tamper/had been tampering* with the lock on my door.
17. When the fire started, what *were you doing/had you done/have you been doing*?
18. This is the hottest day we've had since I *arrive/'ve arrived/arrived* in England.
19. I've decided to carry on living there *for ages/now and then/for the time being*.
20. Go to the Aer Lingus desk immediately *you arrive/when you'll arrive/on arrival*.
21. Let me know about the party as soon as you *have made/will make/will have made* a decision.

## UNIT 6 PASSIVES

	present	past	future
simple	am is V3 are	was V3 were	shall be V3 will be
continuous	am being is being V3 are being	was being V3 were being	
perfect	have been V3 has been	have been V3 has been	shall have been V3 will have been

**We use the passive:**

**when the person who carries out the action is unknown, unimportant or obvious from the context.**

a) *My flat was broken into last week. (We do not know who broke into the flat.)*

b) *Coffee beans are grown in Brazil. (It is not important to know who grows the coffee.)*

**when the action itself is more important than the person who carries it out, as in news headlines, newspaper articles, formal notices, instructions, advertisements, processes, etc.**

a) *The new hospital will be opened by the Queen on May 15th. (formal notice)*

b) *Then, the milk is taken to a factory where it is pasteurized. (process)*

**when we refer to an unpleasant event and we do not want to say who or what is to blame.**

*A lot of mistakes have been made, (instead of you have made a lot of mistakes.)*

**1. Underline the verb forms which are not possible.**

a) My car has being stolen.

b) Jack was borned on a Thursday.

c) Then I realised that none of the guests had been sent an invitation.

d) Mary's car is being serviced today.

e) Your order will been sent as soon as possible.

f) The hole in the road was being repaired when I came home.

g) This swimming pool is used by over a thousand people each week.

h) When was this church built?

i) An address is writing on the back of the envelope.

j) Customers are request to ask for a receipt.

**2. Underline the most suitable verb form in each sentence.**

a) Their new house *hasn't been finished/wasn't finished* yet.

b) The robbers *were arrested/have been arrested* as soon as they left the bank.

c) Sue told us her baby *is born/had been born* two weeks earlier than expected.

d) If there is too much snow, the match *has been cancelled/will be cancelled*.

e) By the time we got there, the rain *had stopped/had been stopped*.

f) When *were you told/have you been told* about the new rules?

g) Most of the passengers *were swimming/were swum* easily to the shore.

h) The winning horse *was ridden/was riding* by Pat Murphy.

i) I looked again for the old man, but he *was vanished/had vanished*.

j) I don't think that you *will be asked/are being asked* to show your passport.

**3. Put each verb in brackets into a suitable passive form.**

a) I'm sorry, madam, but this carpet (already sell) *.has already been sold....*

b) The old house on the corner (knock down) \_\_\_\_\_ last year.

c) When exactly (John give) \_\_\_\_\_ his prize?

- d) Most people agree that America (not discover) \_\_\_\_\_ by Christopher Columbus.
- e) All complaints about products (deal with) \_\_\_\_\_ by our customer services department.
- f) Police confirmed that the murder weapon (since discover) \_\_\_\_\_ in a nearby lake.
- g) It (announce) \_\_\_\_\_ yesterday that the government has decided not to raise income tax.
- h) Good news! I (ask) \_\_\_\_\_ to take over as the new manager.
- i) I don't believe that this play (write) \_\_\_\_\_ by Shakespeare.
- j) Ann really likes (invite) \_\_\_\_\_ to dinner parties.

#### 4. Put each verb in brackets into a suitable verb form.

The facts about sugar.

Packet sugar from the supermarket (1) *...is extracted...* (extract) from either sugar cane or sugar beet. These products (2) \_\_\_\_\_ (mix) with hot water, which (3) \_\_\_\_\_ (dissolve) their natural sugar. Sugar (4) \_\_\_\_\_ (also find) in fruit some of which, such as dates and grapes, (5) \_\_\_\_\_ (contain) very high amounts of sugar. To be a little more specific, sugar should (6) \_\_\_\_\_ (call) sucrose. Sucrose (7) \_\_\_\_\_ (make up) of two substances: glucose, which (8) \_\_\_\_\_ (use) for instant energy, and fructose, which (9) \_\_\_\_\_ (last) longer as a source of energy. The sugar in fruit is mainly fructose. So when we (10) \_\_\_\_\_ (eat) fruit, we (11) \_\_\_\_\_ (also eat) quite large amounts of natural sugar. Some scientists (12) \_\_\_\_\_ (believe) that too much sugar (13) \_\_\_\_\_ (eat) in sweets, cake and biscuits. It (14) \_\_\_\_\_ (say) to be generally bad for the health, although nothing (15) \_\_\_\_\_ (definitely prove) so far. However, it (16) \_\_\_\_\_ (known) that sugar (17) \_\_\_\_\_ (cause) tooth decay. As one expert put it: 'If other foods (18) \_\_\_\_\_ (damage) our body as much as sugar (19) \_\_\_\_\_ (damage) our teeth, they (20) \_\_\_\_\_ (ban) immediately'

#### 5. Put each verb in brackets into a suitable verb form.

The Academy Awards Presentation 1) *...was first organised...* (first/organise) in 1929 and since then, it 2) \_\_\_\_\_ (hold) every year. The presentation 3) \_\_\_\_\_ (attend) by those at the top of the film industry and 4) \_\_\_\_\_ (watch) on TV by millions of viewers who want to see who 5) \_\_\_\_\_ (present) with the golden statue which 6) \_\_\_\_\_ (desire) by everyone in the motion picture world.

The voting for the Academy Awards 7) \_\_\_\_\_ (conduct) secretly and the results 8) \_\_\_\_\_ (not/ reveal) to anyone until the envelope 9) \_\_\_\_\_ (open) on stage in front of the audience. Awards 10) \_\_\_\_\_ (give) for the best individual or collective work and 11) \_\_\_\_\_ (separate) into different categories. Up to five nominations 12) \_\_\_\_\_ (make) in each category. The

awards, which 13) \_\_\_\_\_ (know) as Oscars, 14) \_\_\_\_\_ (consider) to be the highest honour anyone in the film industry can 15) \_\_\_\_\_ (give).

**6. Underline the correct answer.**

A large amount of valuable jewellery 1) *has stolen/ has been stolen* from Forest Manor. A man 2) *arrested/was arrested* yesterday and 3) *is questioned/is being questioned* by the police at the moment. He 4) *thought/is thought* to 5) *have committed/ have been committed* the crime, although so far no proof 6) *has found/has been found*. The robbery 7) *believed/is believed* to 8) *have carried out/have been carried out* by two men, but so far no clue 9) *has discovered/has been discovered* as to the second man's identity. The police say that he may 10) *have left/have been left* the country.

**7. Put the verbs in brackets into the correct passive or active tense.**

Coffee 1) *...is said....* (say) to originate from Kaffa in Ethiopia most species of coffee plant 2) \_\_\_\_\_ (find) in the tropics of the Eastern Hemisphere. The species which 3) \_\_\_\_\_ (think) to be the earliest coffee plant 4) \_\_\_\_\_ (ever/cultivate) by man is *Coffea arabica*. Today it 5) \_\_\_\_\_ (grow) mostly in Latin America. The coffee shrub 6) \_\_\_\_\_ (reach) a height of 8-10 metres and 7) \_\_\_\_\_ (have) white scented flowers. It 8) \_\_\_\_\_ (produce) a red fruit which 9) \_\_\_\_\_ (call) a cherry. The cherry 10) \_\_\_\_\_ (contain) two seeds which 11) (join) together. These seeds, which 12) \_\_\_\_\_ (also/know) as beans, 13) \_\_\_\_\_ (first/roast) and then they 14) \_\_\_\_\_ (grind) to make coffee. The grounds 15) \_\_\_\_\_ (then/process) in a variety of different ways. Sometimes they 16) \_\_\_\_\_ (filter) and sometimes they 17) \_\_\_\_\_ (soak) in water to make the drink which is popular with so many people. Coffee is available as grounds or as instant coffee powder and 18) \_\_\_\_\_ (drink) by one third of the world's population.

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*Виробничо-практичне видання*

Методичні рекомендації  
для самостійної роботи  
з курсу

**«ІНОЗЕМНА МОВА ЗА ПРОФЕСІЙНИМ СПРЯМУВАННЯМ»**

*(для студентів 1–2 курсу денної форм навчання за спеціальностями  
122 – Комп'ютерні науки та 151 – Системна інженерія)*

*(Англ. мовою)*

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